

OP NOTICE NO. 20-87-2

13 May 1987

SUBJECT: Transfer of OP/Contracts Branch

1. Effective 13 April 1987, the Contracts Branch of Employee Services Division (ESD) was transferred to the Office of the Deputy Director for Employment. The majority of duties, responsibilities, and personnel of the Contracts Branch are to remain the same following the transfer; however, the Branch's PERSIGN and file maintenance and records functions were transferred to the Information Systems Division of PA&E. In conjunction with this transfer the following changes have also been made:

a. All delegations from the Director of Personnel to DD/EBS relative to Contracts Branch functions were transferred to DD/E and to ADD/E.

b. Chief, Contracts Branch was appointed as the Special Contracting Officer vice Chief, Employee Services Division.

c. In accordance with OPM No. 20-80-1, the Director of Personnel will be responsible for the establishment and maintenance of an Official Contract Personnel Folder for all contract personnel. Directorate Personnel Offices have been asked to forward to Contracts Branch their file holdings to be incorporated into the new file.

d. The following memorandums are no longer required:

(1) Requests to hire, as Contract Employees, Agency and other Federal civilian annuitants.

(2) Requests to hire, as Contract Employees, military annuitants.

(3) Requests to hire, as Independent Contractors, Agency and other Federal civilian annuitants who have been out of service one year or less, provided they are in an "exception category"

(4) Requests to hire, as Independent Contractors, Agency and other Federal civilian annuitants who have been out of service more than one year and who are not in an "exceptions category."

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Information formerly provided in those memorandums should be included in the Contract Checklist (Form 204). Form 204 is being revised for this purpose and will be available as soon as the revision is completed. In the meantime, current copies of this form should be used to provide the required information. Contracts Branch will monitor the information received from the components and contact those where questions arise due to the lack of sufficient justification to approve the hiring of the person in question. Request to Hire Memorandums will still be required in cases which need the Executive Director's approval or in cases where components are asking for approval from their Directorate level to exceed an annuitant's maximum allowance earnings up to the GS-15/10 pay cap.

2. Questions concerning any of the above should be referred to Chief, Contracts Branch, extension [redacted]

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[redacted]
Hugh E. Price
Director of Personnel

70 D/OP 5/12/87

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OPN - Transfer of OP/Contracts Branch

FROM:

EXTENSION

NO.

DATE 7 May 1987

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/Review Branch

2.

3.

C/P&RS

4.

DD/PA&E

5.

6.

7. EO/D/OP

8.

DD/OP

9.

D/OP

10.

11.

12. C/P&RS

13.

C/Review Branch

14.

15.

The attached OPN was prepared by C/Contracts Branch to announce the division and transfer of functions and authorities in addition to some changes in procedures regarding contract employees.

For D/OP signature, please, before we distribute.

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